Covansys

Weekly Executive Status Report

Project: Statewide Voter Registration System
Project Manager: W. Gary Bush gbush2@covansys.com
For Weeks Ending: 4-Nov-05
Project Schedule: 248 days used of 336 total project days
  74% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Phase 4 (Software Modification and Testing) Development Progressing
- Final UAT Corrections in process. Pilot rollout designated as an extension of UAT.
- Final fix build due 11/14 for State's full regression testing.
- Final letters being reworked to remove defects. To be delivered in final build on 11/14.
- Hunterdon County's end-user hardware, now in the QB9 UAT lab, to be installed on 11/15.
Phase 5 (Pilot Implementation) Data To Be Re-Converted
- Three pilot counties went live on 10/24, after several weeks of delays: Mercer, Ocean, and Essex.
- Legacy data was re-pulled early this week because of long overlap on the third pulls.
- Data reloads scheduled for go-live on Friday, 11/11.
- Covansys will provide on-site staff in each county on Monday, 11/14.
- Counties continue to use the system with the initial data to test the application, at the State's request.
Phase 6 (Staged Rollout and Deployment - Remaining Sites) Assessing Training
- Results of the Pilot Training being assessed, so improvements can be made to curriculum.
- Full Training Guide in final printing of materials for remaining rollout counties.
- Final Training Guide for Municipal Clerks have been received for upcoming classes.
Business Transition Change Management Plan Underway
- Track 2 training for state employees was completed this week.
- Track 2 training for other counties will begin after the November election (starting 11/14) and complete by Dec. 15th.
- The remaining classes for municipal clerks resume the end of November (11/28).
- Rollout Support Schedules have been updated to account for Pilot County re-conversion delay.
Data Conversions Enter Final Phase.
- All 2nd Pull exception reports on-line. Errors being worked by all the counties.
- Re-Pull of final conversions for Mercer, Essex, and Ocean counties underway for Nov. 11th loading.
- Production database will be off-line on Nov. 10th for re-loading process.
- Conversion programs being updated to improve conversion of history and other supporting file loading.
DIA Agency interfaces still being finalized
- AT&T MPLS data line installed. Configuration being completed by MVC and ATS. Test transfers expected next week.
- State is still finalizing the MOU with MVC.

Recent Accomplishments

The tasks listed below were completed recently by the project team:

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P4e	Prepare User Manual/documentation	C.Rennie John Smith	Underway	16-Sep	Final printing for full SVRS training guide underway
P4h	Initiate Training Program	J.Smith	Underway	4-Nov	State staff trained
P4h	Continue/Refine Communication Plan	K.Manning	Underway	4-Nov	Newsletter #6 (Pilot information) released.
P5b	Provide Support	Team	Underway	11-Oct	Teams on-site for 3-4 days
P5b	Begin Installs of Full Rollout Site Workstations and Peripherals	ATS	Completed	11-Oct	All counties installed, except Hunterdon (11/15). IT Support website in final review.
P7b1	Prepare External Interface Integration Design Document	GLBush	Completed	16-Sep	Final design now set. Report in final review. Final MOU being negotiated.

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

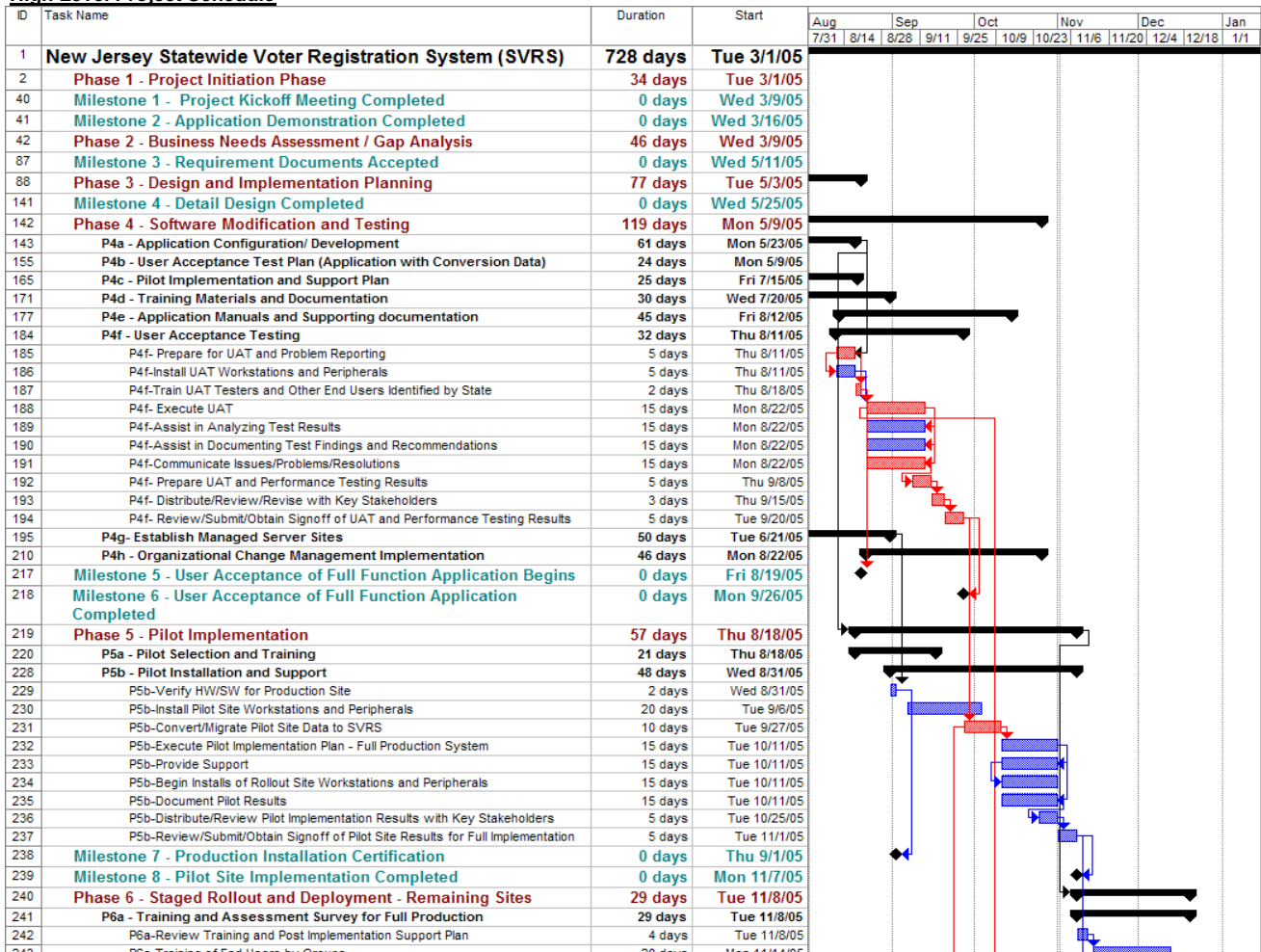| Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P5b	Install T-1 data lines to each county's server	ATS	Underway	4-Nov	Final data line scheduled for upgrade (Cape May). Delayed, based on Verizon construction scheduling.
P6a	Review Training and Post Implementation Support Plan	CM / Trng	Underway	8-Nov	Reviewing user manual copy for final printing.
P7a4	Process Data through Conversion Programs	GLBush	Underway	11-Nov	Final Pulls for the three pilots being re-done. Conversion and QA for go-live on 11/11.
P7b2	Conduct Internal Testing (Interface, Integration)	GLBush	Underway	4-Nov	MVC On-line interface re-scheduled for testing next week

Coming Events
Upcoming Activities
The events listed below are highlights scheduled for the near future of the project.

Status	Event	Start Date	Scheduled Complete Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM
Underway	Final Coding efforts and bug-fixes for UAT	30-Jun	14-Nov	
Scheduled	Performance and Load Testing of application & systems	12-Sep	11-Nov	Results expected next week.

Project Scope Changes
The following changes to the project scope have been proposed by Covansys to The State of New Jersey

CR Status	Change Request	Change Request Owner	CR Approval Date	CR Impact	Comments
Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
Approved	All-Oracle Database for all servers	WG Bush	30-Jun-05	Large	Cost reduction approved.
Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC
Approved	End-user hardware increase above proposal estimates	WG Bush	22-Jul-05	Large	State will purchase this HW through Covansys.
Approved	Proposal to Purchase Print Servers for each county (21)	WG Bush	24-Aug-05	Large	State will purchase this HW through Covansys.
Approved	Cost Savings to State by dropping end-user hardware M&S in lieu of ordering additional replacement hardware.	WG Bush	24-Aug-05	Large	State will purchase this HW through Covansys.
Approved	Proposal to Purchase Server Racks for Mercer and Essex Counties	WG Bush	24-Aug-05	Small	State will purchase this HW through Covansys.
Approved	Additional PC purchases for Missed and Increased Counts to Counties	WG Bush	29-Aug-05	Medium	State will purchase this HW through Covansys.

High Level Project Schedule

ID	Task Name	Duration	Start
1	New Jersey Statewide Voter Registration System (SVRS)	728 days	Tue 3/1/05
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05
40	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05
41	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05
42	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/9/05
87	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05
88	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05
141	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05
142	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05
143	P4a - Application Configuration/ Development	61 days	Mon 5/23/05
155	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05
165	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05
171	P4d - Training Materials and Documentation	30 days	Wed 7/20/05
177	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05
184	P4f - User Acceptance Testing	32 days	Thu 8/11/05
185	P4f- Prepare for UAT and Problem Reporting	5 days	Thu 8/11/05
186	P4f-Install UAT Workstations and Peripherals	5 days	Thu 8/11/05
187	P4f-Train UAT Testers and Other End Users Identified by State	2 days	Thu 8/18/05
188	P4f- Execute UAT	15 days	Mon 8/22/05
189	P4f-Assist in Analyzing Test Results	15 days	Mon 8/22/05
190	P4f-Assist in Documenting Test Findings and Recommendations	15 days	Mon 8/22/05
191	P4f-Communicate Issues/Problems/Resolutions	15 days	Mon 8/22/05
192	P4f- Prepare UAT and Performance Testing Results	5 days	Thu 9/8/05
193	P4f- Distribute/Review/Revise with Key Stakeholders	3 days	Thu 9/15/05
194	P4f- Review/Submit/Obtain Signoff of UAT and Performance Testing Results	5 days	Tue 9/20/05
195	P4g- Establish Managed Server Sites	50 days	Tue 6/21/05
210	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05
217	Milestone 5 - User Acceptance of Full Function Application Begins	0 days	Fri 8/19/05
218	Milestone 6 - User Acceptance of Full Function Application Completed	0 days	Mon 9/26/05
219	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05
229	P5b-Verify HW/SW for Production Site	2 days	Wed 8/31/05
230	P5b-Install Pilot Site Workstations and Peripherals	20 days	Tue 9/6/05
231	P5b-Convert/Migrate Pilot Site Data to SVRS	10 days	Tue 9/27/05
232	P5b-Execute Pilot Implementation Plan - Full Production System	15 days	Tue 10/11/05
233	P5b-Provide Support	15 days	Tue 10/11/05
234	P5b-Begin Installs of Rollout Site Workstations and Peripherals	15 days	Tue 10/11/05
235	P5b-Document Pilot Results	15 days	Tue 10/11/05
236	P5b-Distribute/Review Pilot Implementation Results with Key Stakeholders	5 days	Tue 10/25/05
237	P5b-Review/Submit/Obtain Signoff of Pilot Site Results for Full Implementation	5 days	Tue 11/1/05
238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05
240	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05
242	P6a-Review Training and Post Implementation Support Plan	4 days	Tue 11/8/05
243	P6a-Training of End Users by Groups	20 days	Mon 11/14/05

242	P6a-Review Training and Post Implementation Support Plan	5 days	Tue 11/1/05	
243	P6a-Training of End Users by Groups	20 days	Mon 11/14/05	
244	P6a-Review/Submit/Obtain Signoff of Full Implementation Training Results	5 days	Tue 12/13/05	
245	**P6b - Full Deployment and Production Implementation Tracking**	**29 days**	**Tue 11/8/05**	
255	**Milestone 9 - All Users Trained**	**0 days**	**Mon 12/12/05**	
256	**Milestone 10 - Implementation Complete to all Sites**	**0 days**	**Mon 12/19/05**	
257	**Phase 7 - Conversion and Interface**	**197 days**	**Mon 3/14/05**	
258	**P7a - Data Conversion**	**197 days**	**Mon 3/14/05**	
259	**P7a1 - Data Conversion and Migration Plan**	**17 days**	**Mon 3/14/05**	
268	**P7a2 - Data Conversion Results Cycle 1**	**35 days**	**Wed 4/6/05**	
277	**P7a3 - Data Conversion Results Cycle 2**	**90 days**	**Wed 5/25/05**	
284	**P7a4 - Data Conversion Results Cycle 3**	**74 days**	**Tue 9/6/05**	
285	**Pilot Sites**	**25 days**	**Tue 9/6/05**	
286	p7a4 - Collect data from each Pilot data source	12 days	Tue 9/6/05	
287	P7a4 - Process Data through Conversion Programs	5 days	Tue 9/27/05	
288	P7a4 - Distribute Final Implementation Conversion reports to Pilot source contact person	5 days	Tue 10/4/05	
289	**Staged Rollout per Site**	**25 days**	**Mon 11/14/05**	
293	**P7b - Interface**	**143 days**	**Tue 3/15/05**	
294	**P7b1 - External Interface Design Document**	**48 days**	**Tue 3/15/05**	
301	**P7b2 Interface testing results document**	**95 days**	**Fri 5/20/05**	
302	P7b2 - External Interface Development	95 days	Fri 5/20/05	
303	P7b2-Conduct Internal Testing (Interface, Integration)	25 days	Tue 8/30/05	
304	P7b2-Document Internal Testing	20 days	Wed 9/7/05	
305	**Phase 8 - Project Close-out and Transition to Maintenance and Support**	**311 days**	**Tue 10/11/05**	
330	**Milestone 11 - Project Close-out and Transition to Maintenance and Support Completed**	**0 days**	**Wed 2/1/06**	
331	**Ongoing Project Management**	**235 days**	**Tue 3/1/05**	
411	**Comprehensive Full Service Support**	**260 days**	**Fri 12/29/06**	
416	**Milestone 12 - Maintenance and Support Complete**	**0 days**	**Mon 12/31/07**	